



2016 SPEC POND FACILITY RENTAL APPLICATION

www.wilbraham-ma.gov/rec

All groups or individuals (21 years of age and older) planning to hold an activity at the Spec Pond Recreational Facility must complete this application and submit it to the Wilbraham Parks & Recreation Office (WPRD). Please review the attached procedure/permitting information pages. If policies are not complied with, permits and licenses will not be issued. Special permits/licenses must be submitted to and picked up at the Selectmen's Office at The Town Office Building, 240 Springfield Street, Wilbraham, MA, well in advance of the event.

Receipt of application by the Wilbraham Parks and Recreation Department (WPRD) is a request and does not automatically constitute a reservation. Your rental request will be processed within seven – ten (7-10) business days. However approval of special permits/licenses may take up to 45 days; please plan accordingly. Application, along with security deposit and rental fee(s), for the use of WPRD facilities can be submitted by mail or in person to the WPRD Administration Office, located at 45C Post Office Park, Wilbraham, MA 01095.

RENTAL INFORMATION (Required)

Date/s of Use: _____ Day/s of Week: _____ Time slot requesting: _____
(See Facility Usage Fees- pg.3- for time slot options)

Type of Event: _____ Number Attending: _____

APPLICANT INFORMATION (Required)

Name of Applicant: _____

Phone: _____ Cell Phone: _____ Email: _____
(Confirmation is done via email, please print very clearly)

Address: _____
(Street, City, State, Zip)

- OR -

Name of Group/Organization: _____

Name of Person In Charge of Event: _____

Phone: _____ Cell Phone: _____ Email: _____
(Confirmation is done via email, please print very clearly)

Address: _____
(Street, City, State, Zip)

☐ Private Individual ☐ Business ☐ Non-Profit ☐ Other _____

FACILITY REQUESTED (As Available)

- ☐ Pavilion (includes kitchenette, covered patio, covered charcoal grill)
- ☐ Field – (A separate Rental Application is required) *A Certificate of Insurance must be filed with the WPRD 30 days prior to the event*
- ☐ Beach/Splash Pad (During Summer Season Only)
- ☐ Outdoor Basketball Courts – (A separate Rental Application is required)
- ☐ Other _____

WPRD Use Only:

► SIGNATURE OF PARKS & RECREATION DIRECTOR: _____ DATE: _____

► FIELD PERMIT: DATE CONFIRMED: BY: _____ DATE: _____

► CONFIRMED WITH CHIEF OF POLICE (As Necessary): YES NO EMAIL DATE: _____

► SELECTMEN APPROVAL (As Necessary): YES NO PERMIT(S): _____ DATE: _____

► PAYMENT RCVD: Pavilion \$ _____ Security Deposit \$ _____ Fields \$ _____ Other(s); \$ _____



Is this event open to the general public? *	Yes	No		
Will alcohol be served? *	Yes	No		
Will alcohol be sold? *	Yes	No		
Will food be served? *	Yes	No		
Are you using a caterer? *	Yes	No	Name: _____	Contact Number : _____
Will food be sold? *	Yes	No		
Will there be amplified sound? *	Yes	No	Please specify what type of amplified sound: _____	
Will there be entertainment of any kind? *	Yes	No	Please Specify: _____	
Is this a charitable event? *	Yes	No		
Will there be a suggested donation? *	Yes	No		
Will there be an admission fee? *	Yes	No		
Will you be using a tent? *	Yes	No		

Please list additional event equipment you plan to bring: _____

*** A special permit or license may be required through the Wilbraham Selectmen's Office which must be filed at least 30-45 days prior to event. It is the responsibility of the applicant to secure all necessary permits through the Wilbraham Selectmen's Office. Please note special permit/license requirements on page 7 of this application.**

RELEASE & INDEMNIFICATION AGREEMENT (Signature Required)

The applicant/person in charge is responsible for any damage, loss, accident or injury to persons or property resulting from the use of The Town of Wilbraham's facilities. Applicant shall be responsible for control and supervision of the people in attendance during the use of the facility and shall see that no damage is done to furnishings, fixtures or any part of the facility. Any violation of the Town's Rules and Regulations can result in denial of further permits and, in case of damage to a facility, financial reimbursement for repair or replacement will be demanded.

I, the undersigned, have received and read a copy of the Town of Wilbraham's Rules and Conditions included in this packet concerning use of Town facilities and agree to comply with them. I, or my representative, agree to be present during the entire period of use of the facility by the applicant.

In consideration of our organization/family using Town of Wilbraham property, we agree for ourselves and our organization/family to hold harmless and not to sue the Town of Wilbraham, servants, agents, employees, officers, officials, representatives, insurers, and/or assignees for any injuries or property damage we may suffer or incur while utilizing or going to or from the Spec Pond facilities. I understand we/our organization is responsible for leaving the facility clean and orderly or we/our organization will forfeit the \$250.00 security deposit and may be responsible for any additional cleaning or repair deemed necessary as a result of our family/organization causing destruction to the Spec Pond facilities.

Furthermore, I hereby agree that the Town of Wilbraham, its employees or officers, may act in an emergency as best fits the situation if efforts to contact me or any other responsible person fail. Renter is responsible for individuals who arrive and gain entrance to facility prior to contracted time to begin set up. District assumes individuals arriving before scheduled entry have approval from renter and that time will be billed at the overtime rate since it has not been pre-paid.

I understand that smoking is prohibited anywhere at the Spec Pond Recreational Facility.

Signature of Applicant

Date

Facility Usage: Groups and Fees (Please fill in Fees Due section(s))**Select Rental Group Designation: (Please Check)**☐ **Group A**

- WPRD co-sponsored groups (FOR, Recreation Commission, etc.)
- Wilbraham Recreational Sports Teams

☐ **Group B**

- Town of Wilbraham District School Organizations (classes, sport's teams not affiliated with the WPRD, etc.)
- Non-profit groups (Must provide 501c3 Number) **Non- Profit #** _____

☐ **Group C**

- All Wilbraham groups & Residents not already listed including: Fund-raising, private use and political activities (Group, business, organization, etc. must be located in Wilbraham)

☐ **Group D**

- All Non-Wilbraham groups & Non-Residents not already listed including: Fund-raising, private use and political activities

Please Circle Requests and Appropriate Fees:

<u>Rental Fees</u>	<u>Security Deposit</u>	<u>Group Hourly Fee</u>				
► Pavilion* 3 – 4 Hour Minimum**	\$250.00	A	B	C	D	
AM Slot – 9:00am – 12:00pm		\$0	\$20	\$30	\$35	X _____ Hrs. = \$ _____
PM Slot – 12:30pm – 10:00pm (Week day)		\$0	\$30	\$40	\$45	X _____ Hrs. = \$ _____
PM Slot – 12:30pm – 10:00pm (Holiday/Weekend Fri – Sun)		\$0	\$35	\$45	\$50	X _____ Hrs. = \$ _____

Total Pavilion Fee Due: _____

*Includes use of kitchenette, covered patio, grill pit, and grassy area on west side of pavilion

**Time reserved and paid for must include set-up time, time decorating; band and caterer set-up; take-down and clean-up

► **Field(s):** Fees Determined by Special Arrangement – Call the WPRD Office (596-2816) and request a 'Field Rental Application'. **A CERIFICATE OF LIABILITY IS REQUIRED.**

► **Outdoor Basketball Courts:** Fees Determined by Special Arrangement – Call the WPRD Office -596-2816 and request a 'Field Rental Application'

Court Request: # of hours: _____**Time requesting:** _____ **until** _____**2nd Choice:** _____ **until** _____**(Separate Check) Total Fee Due:** _____

► **Beach Complex/Amy's Sparkle Park Fees:** Beach Complex bands may be purchased at the beach the day of the rental at the flat rate of \$3.00 per swimmer band (Minimum of 10), However, arrangements must be made in advance with the Recreation Department.

Number of Bands: _____**Total Fee Due:** _____**(Separate check due 14 days prior to rental)****PAYMENT:**

Reservation checks must be made out to: The Town of Wilbraham. Credit cards or cash is not accepted.

Separate checks must be made for the following:

- **Pavilion Rental:** Amount: \$ _____
- **Security Deposit:** Amount : \$250.00 (Separate Check)
- **Field Rental:** A field rental application must be completed and approved
- **Basketball Court Rental:** A field rental application must be completed and approved

If rentals are requested within two weeks of the requested date, bank checks are required.

Rental checks (not including the security deposits) are deposited 30 days in advance of the rental and are refundable only in accordance with the cancellation policy outlined in the General Rules and Conditions section of this application.

I understand that this application must be approved and appropriate permits must be submitted before rental is confirmed.

Signature_____
Date**Please return this completed page with your application (Pages 1 and 2)**

01.2016

Important Rental Information:

Thank you for considering renting at the Spec Pond Recreational Facility. The important information below outlines the reservation procedures and the Rental Terms and Conditions for use of these smoke-free facilities from the Town of Wilbraham. Please contact the WPRD office if you have any questions regarding the information provided. 413-596-2816.

APPLICATION PROCEDURE

Application, security deposit and fees are due at the time of making the reservation and must be submitted to the Wilbraham Parks & Recreation Office located at 45C Post Office Park, 01095. Applications may be submitted in person or by mail. Applicants must be at least 21 years or older.

- Reservations are taken on a first-come, first-served basis beginning on the first business day of the New Year. Renters who have reserved the same date for three years in a row will have priority for that same date.
- Bank checks are required for rental fees if application is made within two weeks of the requested rental date.

GENERAL RULES AND CONDITIONS

The Town of Wilbraham is proud to offer outstanding smoke-free facilities at the Spec Pond Recreational Facility for events such as Church and corporate picnics, birthday and graduation parties, reunions, showers, weddings, and other types of outdoor gatherings.

The park like facility is a smoke-free facility and includes:

- An open sided pavilion with picnic tables accommodating about 200 people (Up to 150 seated people fit under the roof)
- A kitchen with sinks, ice machine and a refrigerator/freezer (No stove or oven.) Outlets are available for crock pots, etc.
- Restrooms (one is handicap accessible)
- A covered barbeque pit for grilling (three sections-renters must supply charcoal - 20-30 lbs. per section is recommended)
- An accessible playground for young children
- Other facilities at the Spec Pond Facility are also available to rent in addition to the pavilion; fields, beach, Amy's Sparkle Park, etc.
- Smoking is not allowed anywhere at the Spec Pond Recreational Facility.
- Propane grills are prohibited at the Spec Pond Recreational Facility.
- It is the responsibility of the renter to secure all necessary special permits and/or licenses through the Wilbraham Selectmen's Office.
- Outdoor facilities may be rented on most weekends and weekdays from May through early October. Town sponsored events have priority. The area is open from 9:00am and closes 10:00pm.
- Only the person whose name is on the rental application may make changes to the reservation. Changes must be approved by WPRD and additional fees may apply.
- Keys must be picked up on the Thursday or Friday before the event. The WPRD office is not open on weekends.
- The Person in Charge must be available to WPRD staff for the duration of the event as needed. The WPRD reserves the right to full access to all activities at any time in order to insure that all Town rules and regulations, as well as County and State laws, are being observed.
- The Town of Wilbraham is not responsible for lost or stolen items and will not be responsible for any items delivered before or after the event.
- Rental time paid for must include time spent decorating; band and caterer set-up; take-down and clean-up.
- The WPRD may require renter to provide safety/security personnel through the Wilbraham Police Department.
- Applicant/Person in Charge will be responsible for:
 - Damages, loss, accidents or injuries to persons or property while using Wilbraham Town property
 - Supervision and control of persons in attendance
 - Damage to furniture, fixtures or any part of the facility. Additional charges will be assessed to applicant for any damage, repair or cleaning required by the WPRD which is not covered by the \$250.00 security Deposit
 - Any serious injury or damage incurred on the WPRD premises shall be reported to staff immediately
- The use of staples/staple guns is strictly prohibited in the pavilion area for stapling table covers to the picnic tables, stapling banners to the walls, etc. Removing staples, repairing holes, etc. is timely and a portion of your security deposit will be kept for our time to do this. Possible alternatives would be duct tape, Scotch brand reusable adhesive strips, etc.

GUESTS

- Activities involving persons under 21 years of age must be supervised by adults with a ratio of one adult for every 15 minors. A list of chaperones may be requested seven days prior to event.
- Children are not allowed outside the pavilion area without adult supervision.
- Person in Charge is responsible for all guests' behavior. Violence, excessive drinking, loud behavior and unsupervised children are not permitted and will not be tolerated. Guests must adhere to all policies and procedures as outlined in rental contract.
- Person in charge assumes full responsibility for communication between them and attendees for events held.

INSURANCE, SPECIAL LICENSING AND PERMITS

The Town of Wilbraham and/or the State of Massachusetts require Insurance Certificates, Special Permits/Licenses for the following:

- **Fields** – when you are approved to use any Town owned field an insurance certificate is required for the Town of Wilbraham
- **Food** – when serving to the public, when a caterer is serving food to the public, when preparing food at the facility for the public
- **One Day Alcohol** – anytime alcohol is being consumed on Town owned property- only wine and beer allowed
- **Entertainment** - bounce house, music live or recorded, DJ, amusement rides, theater, clowns, etc.
- **Sunday Entertainment License** - (requires approval from the State....should apply at least 4 weeks in advance).
- **Tents** – tents of any kind must be permitted and inspected by the Wilbraham Building Department.
- **When the event is a charitable or non-profit event** - when attendance is likely to exceed 75 persons.
- **When insurance certificates are deemed necessary**

Please refer to page seven (7) of this application for details on special permits and licensing.

It is the responsibility of the renter to secure required certificates, permits/licenses, etc. Special Permits/Licenses must be requested when reserving the Spec Pond Facility and submitted to the Board of Selectmen's Office **at least 30 -45 days in advance**. All events on town/public property require permission from the Wilbraham Parks and Recreation Department and/or Board of Selectmen. The Selectmen review events to anticipate impact on public safety, traffic, pedestrians, etc. Inspections by the Health Department may also be required.

In the summer, Selectmen meet very infrequently; early application is imperative.

SECURITY DEPOSITS

A \$250.00 security deposit is required for all reservations, payable at the time of reservation. The security deposit is separate from the rental fee and cannot be credited towards rent. Deposits will be returned no later than 30 days after the event if no damages or violations occur.

- Security deposits will not be returned if any of the following occurs:
 - Cleaning beyond the normal WPRD daily maintenance. There are trash bins on the premises.
 - Occupation of facility beyond reserved and prepaid hours.
 - Repair or replacement due to damages to building, furnishings or grounds.
 - Missing equipment or furnishings.
 - Fire Department response due to false alarm or exceeding building capacity.
 - Wilbraham Police or Fire response due to failure to follow Town/County laws and ordinances, including but not limited to, the Town's sound ordinances and laws related to disturbing the peace.

The WPRD Director has the sole authority to determine if it is necessary to keep the deposit to cover any neglect as well as to charge any additional amount necessary for any damage not covered in the original \$250.00 security deposit.

RENTAL FEES

- Rental fees are due and payable at time of reservation. Reservation cannot be confirmed until fee is paid.
- **Renters who arrive early or stay later than the reserved time will be charged for the additional time. Any facility use exceeding the prepaid time will be charged at double the hourly rate in full hour increments and taken from the security deposit.**
- Rental fees are not refunded for reserved time not used.

RENTAL CANCELLATIONS

- The following fees or penalties will be charged for cancellations:
 - Up to 90 days prior to event - \$30 cancellation fee
 - From 30 to 90 days prior to event - 50% loss of the Rental Fee
 - Less than 30 days prior to event – 100% loss of the Rental Fee
- In case of emergency, or for reasons beyond the control of the WPRD, the WPRD reserves the right to cancel a scheduled event. Refunds will be made available if an event is canceled by the WPRD.
- The WPRD reserves the right to cancel field reservations. The WPRD will make every attempt to provide as much advance notice of cancellation as possible.
- The WPRD reserves the right to cancel or reschedule any reservation to accommodate WPRD activities. The WPRD will make every attempt to provide as much advance notice of cancellation as possible.
- WPRD reserves the right to suspend any individual or group from using the facilities if their behavior is abusive, destructive or violates any Town of Wilbraham rules or regulations, without a refund.

DOGS AND OTHER PETS

Dogs, pets, or other animals of any kind are not allowed anywhere at the Spec Pond Facility.

CATERERS/ COOKING

- Caterers must apply for any required special permits/licenses required by the Town of Wilbraham. Application must be made at the Selectmen's Office at the Wilbraham Town Hall well in advance of the rental date.
- Caterers must furnish all cooking and serving utensils and the person in charge is responsible for the caterers' time in the facility and use of equipment. The kitchen must be left in the condition that it was originally found. Trash can be left in receptacles provided and will be disposed of by the WPRD staff.
- All cooking must be confined to the grill pit in the picnic grove. Fires of any kind are not permitted.
- Do not remove coals from the grill after your event. We will do this when there is no longer a risk of fire.

ALCOHOL USE (Permits must be secured through the Wilbraham Selectmen's Office 30 days in Advance)

- Beer and wine only are allowed, and only if the event is catered by an approved caterer with the appropriate insurance and meets the standards set by the Town of Wilbraham. The Town of Wilbraham Police Department will be notified of your intent to serve beer/wine.
- Renter and caterer must agree to follow all state and local laws regarding sale and consumption of alcohol.
- The caterer must secure a permit **through the Wilbraham Selectman's Office 30 days in advance** of the event.
 - To apply for a beer/wine permit the caterer must:
 - Submit a copy of the caterer's \$1,000,000.00 Certificate of Insurance Indemnification Liability to cover alcohol related claims naming the Town of Wilbraham as additional insured. This insurance may be arranged with your personal insurance carrier. Certificate of Insurance must be filed with the Board of Selectmen 30 days prior to the event.
 - At the time of application, request must be made for a "special alcohol service license" (section 14) form. It must be completed and submitted with the rental application at least 30 days prior to the event.
 - Submit a separate check for \$45.00 for the alcohol license. Make check payable to The Town of Wilbraham.
- Person in Charge accepts responsibility for the use of alcohol at the facility and agrees to prohibit use of alcohol to minors. Alcohol must be consumed only in the pavilion.
- Person in Charge is responsible for any guest who brings alcohol into the facility without obtaining the proper insurance and permits for alcohol. Event may be canceled immediately if alcohol is consumed without the proper insurance and permits in place.

DECORATIONS

- Any decorations used at the event must be of a non-permanent nature and removed prior to the end of the event.. Push pins, tacks, nails or anything that causes holes in the walls is not allowed. The use of staples/staple guns is strictly prohibited in the pavilion area for stapling table covers to the picnic tables, stapling banners to the walls, etc. Removing staples, repairing holes, etc. is timely and a portion of your security deposit will kept for our time to do this. Possible alternatives would be low tack such as blue painters tape may be used for walls, Scotch brand reusable adhesive strips, etc.
- Any signage put out side the pavilion area (balloons/signs on the street, by the fields or on the road, etc.) must be removed at the end of the event. A portion of your security deposit will kept for our time to do this.
- Confetti, birdseed, rice and other messy decorations are prohibited.
- Candles are not allowed. Battery operated flames may be substituted.
- All amplified noise requires prior written approval by the Town of Wilbraham. Contact the Selectmen's Office for noise bylaws.
- The WPRD reserves the right to suspend any individual or group from using the facilities if their behavior is abusive, destructive or violates any District rules or regulations, without a refund.

SEVERE WEATHER POLICIES

If severe weather is predicted, it is the responsibility of the individual who was authorized to rent the facility to monitor the weather predictions and determine the most appropriate action plan to secure the safety of the event participants. This may include cancelling the event or adjusting the time of the event within the permitted time slot.

- In case of impending severe weather and if time permits, event participants may be directed to return home or to seek safer shelter.

TENTS

Tents must be approved by the Wilbraham Building Inspector and tents are inspected by the Fire Department. Tents can only be placed next to the pavilion, between the pavilion and grill pit and only with an authorized permit (\$15.00). No tents are allowed on fields or parking lots

SPEC BEACH/AMY'S SPARKLE PARK SPLASH PAD

The beach/splash pad may be reserved during the summer season; however, sole and exclusive use is not available. Required life guard coverage is always required. If you desire your event guests to use the beach and/or splash pad, arrangements must be made in advance. An additional fee will be assessed.

- Feeding the geese is strictly prohibited.

Town of Wilbraham
240 Springfield Street, Wilbraham, MA 01095

SPECIAL PERMITS/LICENSING THROUGH THE TOWN OF WILBRAHAM

If you have submitted your Spec Pond Facility rental agreement to the Wilbraham Parks & Recreation Department requesting a special license or permit from the Town of Wilbraham, this information is designed to be helpful to you. Please note the advanced time required.

Submitting Licensing/Permits Applications

For most events, submit applications for licenses/permits **at least three weeks in advance**. For events with significant attendance (more than 125 persons) submit **five weeks in advance**, as these may require a review by public safety officers. The licensing authority may be unable to act on license/permit applications with insufficient review time.

The following are the most common types of licensing granted by the Town of Wilbraham for special events:

Temporary Food Service (Must be submitted at least three weeks in advance)

All food vendors (those selling the food they are cooking or opening the event to the public) must have a permit for food preparation and /or food service on location. The Board of Health may determine that the foods being prepared or served do not require oversight (fruit, cheese, crackers, fresh vegetables), but an application must be filed in order to make this determination. *The vendor responsible for the food preparation and service should apply for the license, not the event host or sponsor.*

Private family parties who are preparing and not selling food do not need to apply for this permit. However, if a caterer is serving the food, a permit is required.

Temporary Alcohol Service (Must be submitted at least four weeks in advance)

Alcohol may only be served or sold under a Section 14 special license, upon application to and approval by to the Board of Selectmen. Beer and wine only are allowed at the Spec Pond facility, and only if the event is catered by an approved caterer with the appropriate liability insurance and meets the standards set by the Town of Wilbraham. The caterer must secure a permit through the Wilbraham Selectman's Office and must abide by the statutory provisions for alcohol service generally, including purchase of alcohol only from wholesale distributors. This individual takes responsibility for the license conditions and liability.

To apply for a beer/wine permit the caterer must:

- a. Submit a copy of the caterer's \$1,000,000.00 Certificate of Insurance Indemnification Liability to cover alcohol related claims. This is mandatory.
- b. At the time of application, a "special alcohol service license (section 14) form from the Wilbraham Selectmen's Office must be completed and submitted..
- c. Submit a separate check for \$45.00 for the alcohol license. Make check payable to the Town of Wilbraham.

The Wilbraham Police Department is notified of all events at the Spec Pond Recreational Facility in which alcohol is included.

Temporary Entertainment (Must be submitted at least four weeks in advance)

Monday – Saturday events including entertainment such as rides and inflatables (bounce house, water slides, etc), music (live or recorded, DJ), amusement rides, theatre, clowns, balloon amusement, etc. must apply for this permit. Insurance certificates may be required. There is a fee for this permit.

- Any event which includes entertainment and charges admission requires this permit.

Sunday Entertainment (Must be submitted at least four weeks in advance)

Sunday events including entertainment such as rides and inflatables (bounce house, water slides, etc), music (live or recorded, DJ), amusement rides, theatre, clowns, balloon amusement, etc. must apply for this permit. Insurance certificates may be required. This permit requires a fee to the Town of Wilbraham as well as to the Commonwealth of Massachusetts. The Selectmen's Office has will assist in determining the fee.

- Any event which includes entertainment and charges admission requires this permit.

Charitable Events (Must be submitted at least four weeks in advance)

Required for all charitable events on town/public property. Selectmen review events for impact on public safety. Additional licensing may be required. Required for charitable events held on private property in the outdoors when attendance is likely and expected to exceed 75 persons.

Tents (Must be submitted at least four weeks in advance)

Tents must be permitted and approved by the Wilbraham Building Inspector and tents are inspected by the Fire Department. Tents can only be placed next to the pavilion, between the pavilion and grill pit and only with an authorized permit. No tents are allowed on fields or parking lots. (Permit Fee: \$35.00)

Other licensing may be required for activities with fireworks, campfires, etc. Contact the Selectmen's Office and /or the Wilbraham Fire Dept. for more information.